

TOWN OF TIVERTON, RHODE ISLAND

INVITATION TO BID

MAINTENANCE AND OPERATIONAL SERVICES
POCASSET HILL CEMETERY

The Town of Tiverton is seeking proposals for the furnishing and delivering of the labor, equipment and material necessary for the maintenance of the Pocasset Hill Cemetery. Bid specifications may be obtained at the office of the Town Clerk, 343 Highland Road, Tiverton, RI from 8:30 am to 4:00 pm Monday through Friday or online at www.tiverton.ri.gov

Sealed envelopes containing completed bid forms must be marked "Pocasset Hill Cemetery Bid" on the outside and received at the office of the Town Clerk, 343 Highland Road, Tiverton, RI 02878 no later than 2:00 pm on April 20, 2012 at which time bids will be opened and publicly read by the Town Administrator or his designee in Town Council Chambers.

The Town reserves the right to reject any and all bids, to waive any informality in the bids and to accept the bid, or parts thereof, it deems most favorable and in the best interest of the Town. Tiverton is an Equal Opportunity Employer.

Nancy L. Mello
Town Clerk

TOWN OF TIVERTON, RHODE ISLAND
POCASSET HILL CEMETERY
MOWING / MAINTENANCE / GRAVE OPERATIONS
BID REQUIREMENTS

TERM OF THE AGREEMENT: Three years with a two year option

COMMENCEMENT OF THE TERM: Estimated to be May 1, 2012

CONTRACT REQUIREMENTS:

The successful bidder will be required to perform the traditional duties of a Cemetery Superintendent to include attendance at monthly Commission meetings, interfacing with funeral directors, normal maintenance of grounds to include ordering of required supplies.

1. On a weekly basis from April 15th through October 15th:
 - a. Mow and trim the grass around monuments
 - b. Remove and dispose of all dead flowers, and all other waste including, but not limited to, the contents of trash barrels.
2. On a bi-weekly basis (or as needed) from October 16th through April 14th remove contents of trash barrels.
3. Unused sections (Back fields) of the cemetery shall be mowed bi-weekly or at the discretion of the chair or co-chair of the Cemetery Commission.
4. When conditions are such that mowing, trimming and/or trash removal is not required, the Cemetery Commission chair or co-chair shall notify the contractor in advance (not less than 72 hours) of weekly schedule of each or all of these functions and the Town shall not incur the cost of these functions.
5. Other Maintenance – The contractor may be requested at times to perform tasks such as repairing stone wall, trimming trees, road repair and general up keep within the cemetery grounds.
6. All invoices for general maintenance and mowing performed by the contractor are to be submitted to the cemetery Commission for approval.
7. For graves less than three years old, the contractor agrees to correct all instances of substandard work as soon as practicable at no cost to the town. For graves dug by a prior contractor, such correction shall constitute "other maintenance".

8. The contractor shall be responsible for the opening and closure of graves at specific cost per grave as well as cremations.
The contractor shall be responsible for the preparation and installation of footings for monuments at a rate per installation.
9. The contractor awarded the bid will be required at the time of signing of the contract to provide services to possess the following:
 - a. General Liability Insurance with the minimum amount of \$1,000,000.00 per occurrence for all damages on the account of personal injuries and/or property damage arising out of an occurrence. The Town of Tiverton shall be named as an additional insured to the policy.
 - b. Auto Liability Insurance covering all owned hired or non-owned vehicles or rolling equipment with a minimum amount \$1,000,000.00 per occurrence for all damages on account of personal injuries and/or property damage. The Contractor will provide evidence of its general liability policy on a yearly basis to the Town of Tiverton naming the Town of Tiverton as an additional insured to the policy.
 - c. The contractor must stipulate that he/she is an independent contractor and not an employee or agent for either the Town of Tiverton or the Cemetery Commission.
 - d. The contractor agrees to defend, indemnify, protect, save and keep harmless the Town of Tiverton from any and all loss, cost, damage or exposure arising from negligent acts or omissions of the Contractor in undertaking this project.
 - e. The contractor will maintain in full force at all times workers' compensation insurance for all labor employed on the project and supply evidence annually of the same to the Town of Tiverton. Workers' Compensation coverage must meet the statutory obligations of the State.
 - f. The town of Tiverton shall retain an option for renewal of this contract on the same terms and conditions for two (2) additional years. The Town shall notify the Contractor 90 days prior to the expiration of this contract of its intent to exercise this option in both years.
10. The Town of Tiverton reserves the right to reject any or all bid proposals.

For additional information please contact the Town Administrator office at 401-625-6710.

POCASSET HILL CEMETERY BID FORM

Date _____

Contractor's Name and address: _____

1. For services in item (# 1a & 1b) of the bid requirements:

_____ per week.

2. Mowing of unused sections (back fields) _____

3. Trash removal _____

4. "Other Maintenance" as outline in bid specifications:

- Labor per man hour: _____
- Backhoe and operator per hour: _____
- Truck and operator per hour: _____

5. Opening and Closure of grave sites and the removal of flowers five (5) days after the closure of the grave:

_____ per grave site _____ per grave site (Nov 15 – March 1)

6. Preparation and installation for and installing footings for monuments.

_____ cost per cubic foot excavated.

_____ minimum charge for the above service.

Please return bid forms in a sealed envelope and marked "Pocasset Hill Cemetery" to:

Office of Town Clerk 343 Highland Road